

2008-2009 REFERENCE SHEET BUSINESS AND INFORMATION TECHNOLOGY

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Business and Information Technology Web site: www.doe.virginia.gov/VDOE/Instruction/CTE/be/

- Overview of Business and IT Courses—At-a-glance chart of information
- Course task lists—for every Business and IT Course
- **Administrative Planning Guide** (www.doe.virginia.gov/VDOE/Instruction/CTE/apg)
- What's New—new courses, initiatives, NBEA Online Methods course information
- Important Dates—activities for the year
- Cooperative Education Forms and Reports
- Professional Association Links (new URL for VBEA— <http://vbea.net>)
- **CTE Resource Center** (<http://CTEresource.org>)
- State-Approved Equipment List (updated July, 2008)
- Business and IT Teachers (updated annually in January)
- Local Supervisors (updated annually)
- College and University Teacher Educators
- **Hyperlinks at the top of the page for updates**
- **Link at very bottom of the page to the CTE Home Page and VDOE site**

CTE Web site: www.doe.virginia.gov/VDOE/Instruction/CTE/

- **Director's Desk**
 - Superintendent's Memos specific to CTE
 - Contact information—state staff, state directors, calendars of events, etc.
 - PowerPoint presentations from various CTE meetings
 - Career cluster and pathway information and state models
- **Economics Education and Financial Literacy—information about the NEW ECONOMICS EDUCATION AND FINANCIAL LITERACY REQUIREMENTS AND RESOURCES**
- **CTE Administrative Planning Guide**
 - Introduction with important CTE definitions and explanations, for example, Two Sequential Electives Graduation Requirement, Student-selected verified credit, Seals.
 - Chart of courses, by program, with industry certification, licensure, or assessment available
 - Course descriptions
 - Approved course sequences
 - Certification/License Overview
 - Additional helpful information
- **Seals of Achievement**
 - Current listing of Board approved credential for student-selected verified credit
- **VACRN**—Virginia Career Resource Network (one-stop portal to Virginia's career information web-sites)
- **Reporting and Data Collection**—CTERS Manual and Co-op information
- **Path to Industry Certification**: High School Industry Credentialing

Virginia Department of Education Web Site: www.doe.virginia.gov

- Links to VDOE Offices
- Teacher Licensure—current and proposed regulations
- Educational Directory—VDOE and local school divisions

Curriculum Resources

CTE Resource Center, 2002 Bremon Road, Richmond, 23226, Phone 804-673-3778; Fax 804-673-3798

E-mail: info@CTEresource.org ; Web site: <http://www.CTEresource.org>.

Or access from B&IT or CTE Web sites.

- Frameworks and Essential Competencies Lists
- VERSO
- Featured Resources

Upcoming Events in Business and Information Technology

VBEA Summer Conference—August 4-8, 2008, Hilton Washington Dulles

Jump\$tart Coalition—September 30, 2008, VSCPA Center, Glen Allen, VA

Financial Literacy Summit—October 14, 2008, Richmond Marriott

Southern Business Education Association Conference—October 29-31 Louisville, KY

High School Educators Symposium—November 4, 2008—VSCPA Center, Glen Allen, VA

FBPA State Leadership Conference—April 17-18, 2009, Reston, VA

National Business Education Association Conference—April 7-11, 2009 Chicago

PBL National Leadership Conference—June 20-23, 2009, Anaheim, CA

FBPA National Leadership Conference—June 25-28, 2009—Anaheim, CA

IMPORTANT: Business and Information Technology Listserv—program updates and important announcements. Please send Judy Sams your e-mail addresses to be placed on the listserv.